

MEMORANDUM

Date: March 16, 2017

To: Wendy Zhang, CBO, Milpitas Unified School District

From: Cheryl King/Evelyn Shafer: Jack Schreder & Associates

Re: School Facility Program Applications

The State Allocation Board provides matching funding to school districts for facilities through various State programs. The Office of Public School Construction is responsible for the administration of those programs.

This memo will provide information on the tasks associated with obtaining matching funding for District local funds, whether General Obligation Bonds, Developer Fees, or other local sources of funding (i.e. Mello Roos).

Step 1: Planning and Eligibility (in process)

As a first step, the district develops a “master plan” of facility projects. Once projects are identified, the district should determine its “eligibility” for both new construction projects and modernization projects, in addition to reviewing other programs which may be available to fund some projects. This “eligibility” will then result in the potential to obtain matching funds from the State for district projects IF the district meets application requirements and submits a timely application to the State.

Jack Schreder & Associates completes and updates MUSD eligibility on an annual basis. Our firm is also tasked with finding other programs which might benefit projects which do not fall into the broad category of new construction or modernization.

The eligibility is site specific for modernization and district wide for new construction. Other programs have various requirements.

This work has been ongoing and JSA has current “eligibility” completed and awaiting State approval.

Step 2: Applications and Funding (next phase for projects)

Once facility projects are identified and the eligibility is determined, and any other unique projects are identified as potential facility projects, JSA will move forward to coordinate gathering all documents/plans (DSA, CDE, architect, etc.) in order to move forward with completing a funding application for each project. JSA follows through from initial funding application to final release of funds for the district projects.

Summary

It is imperative that the district plan, review potential funding sources, both local and State, prior to moving forward with facility projects. The process of design and approval is also time consuming as the architect works with both DSA and CDE to obtain final approval. Once approvals are completed, JSA will move forward with completing the application for funding and then following through to approval and release of funds.

Current Projects/Hours Estimated

JSA has been working to maintain and update the District's eligibility. When the district is ready to apply for funding for the new school, JSA estimates approximately 60-70 hours to complete the application, work with OPSC for approval, and follow through to SAB approval and funding.

Funding Application and Management of the OPSC Application Process

1. Work with the District staff, project managers, and architects to establish timelines for completion of plans and state agency approvals to maximize the opportunity for funding approvals and meet the construction timelines and financial needs of the District. Assist District with determination of project scope in order to secure maximum project eligibility and funding approvals.
2. Complete application for funding for District review and submission of application to the Office of Public School Construction (OPSC).
3. Assist the District in securing timely State Allocation Board funding approval upon filing Division of State Architect and California Department of Education approved final project plans with OPSC.

Consulting Fees

Not to exceed 70 hours at 145.00 per hour without prior written approval from the District.

Services will be documented and invoiced on a monthly basis.